

Advanced
Reading
Improvement
1954-1955

CONFIDENTIAL

20 May 1954

MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Advanced Reading Improvement Course

1. An Advanced Reading Improvement Course will be given in Wing D, 2nd floor, Alcott Hall, beginning 2 June and ending 28 June. The class will be conducted Monday, Wednesday, and Friday from 1300 to 1430. Pretesting and preliminary interviews will be scheduled from 1300 to 1500 the 26th of May.

2. Enrollment will be limited to 10 employees per class so that the exact nature of the course will be strongly influenced by the needs of the group.

3. The objective of the Advanced Reading Improvement Course is to develop further the employees reading efficiency with emphasis on the skills beneficial in the collection and analysis of information. The course is designed to provide instruction and practice in the scanning, intensive, and extensive reading skills. While the basic Reading Improvement Course emphasizes methods and techniques in improving flexibility, defining comprehension requirements, and the mechanics of reading, the Advanced Course will specialize in the training of specific skills to develop even a higher degree of reading proficiency. All training material used in this course has been developed from agency publications in order to present, as much as possible, an "on-the-job" training situation.

4. Applications should be submitted on Form 51-1 to the Registrar, OTR, Room 17, [REDACTED] through the appropriate Training Liaison Officer by Tuesday, 25 May 1954.

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

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